

LAST REVISED DATE: 04/30/2018

General Information


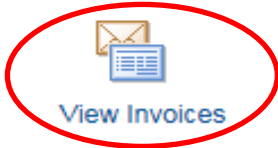
Task	Process Information
Viewing/Reopening an Interpreter Invoice	<p>Invoices that you have saved and/or submitted are stored on the Self-Service Home page in GEARS. Retrieve and view invoices to:</p> <ol style="list-style-type: none"> 1. Continue editing an Invoice that has not been submitted 2. View the status of a submitted Invoice 3. Reopen a denied invoice <p>For more information about entering Interpreter Invoices, please refer to the Creating an Interpreter Invoice tip sheet.</p>

GEARS Navigation

Main Menu > AOC Self Service > AOC Interpreter Invoice Entry	<div> <div>Favorites ▾</div> <div>Main Menu ▾ > AOC Self Service ▾ > AOC Interpreter Invoice Entry</div> </div>
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1.0 Process

This document is intended to provide a quick reference to viewing/reopening Self-Service Interpreter Invoices in GEARS.

STEP	ACTION	DETAILS
1.	On the AOC Self-Service Invoices page, click the "View Invoices" link.	<p>AOC Self-Service Invoices</p> <p>Invoice Actions</p> <div>  Create Interpreter Invoice  View Invoices </div>

2.

The **Search Self-Service Invoices** page displays. Enter fields in the Search criteria to search for your Invoices.

Search Self-Service Invoices

Invoice ID:

Entered By:

Name 1:

Invoice Date:

Name 2:

Court Location:

FEIN/SSN:

FEIN/SSN Search

Status:

Search

Retrieve invoices by using one or more of the following search criteria:

1. Invoice ID – (E.g., CS0815141015)

2. Name of Payee/Vendor

3. Invoice Date

4. Court Location

5. FEIN/SSN Search (see step 2a)

6. Status – (Approved for Processing, Denied, Draft, Submitted for Processing)

2a.

***If searching for an existing invoice using the FEIN or SSN:**

Click on the "FEIN/SSN Search" button.

Enter either the Vendor's 9-digit TIN or the last 4 digits of the Vendor's SSN and click the Search button. Any matching values will populate in the table. Click the Select button next to the correct vendor.

FEIN/SSN Search

FEIN/SSN Search

TIN (9-digits) or

1234

SSN (last 4 digits)

Search

Return

Personalize

Find

View All

First

1-2 of 2

Last

	Select	Tax ID	Type	Name
1	Select	1234	SSN	MARGARET
2	Select	1234	SSN	CONNIE

3.

Click the **Search** button.

4. The Results of the search displays.

Search Self-Service Invoices

Invoice ID: Entered By:
 Name 1: Invoice Date: 07/06/2017
 Name 2: Court Location:
 FEIN/SSN: FEIN/SSN Search Status:

Invoice ID	Invoice Date	Court Location	Location Name	Entered By	Name 1	Name 2	Amount	Status
1 CSD706170600	07/06/2017	C24-CTHSE	Baltimore City Circuit Court	CANDYCE BRACEY	SPANISH CONNECTION INC		264.07	Approved for Processing
2 YR0706171100	07/06/2017	C74-COMM	Baltimore City District Ct	LISA SPRIGGS	YVETTE D HUGHES RIVIERE		87.83	Approved for Processing
3 DF202170600	07/06/2017	C74-COMM	Baltimore City District Ct	LISA SPRIGGS	DJAMSHID FEROUGH		359.63	Approved for Processing
4 AR0706171200	07/06/2017	C74-COMM	Baltimore City District Ct	LISA SPRIGGS	ANNETTE M RAMOS		219.38	Approved for Processing
5 B0706170600	07/06/2017	C74-COMM	Baltimore City District Ct	LISA SPRIGGS	INNA BRASLAVSKY		121.15	Approved for Processing
6 J0628170130	07/06/2017	C74-COMM	Baltimore City District Ct	LISA SPRIGGS	CARRIE QUIGLEY & ASSOCIATES INC		389.77	Approved for Processing



Click on any of the column heading titles to sort the list in ascending or descending order. For example, to see the list of invoices sorted by Invoice Date, click on the **Invoice Date** title.

***Note:** if searching by status, know that a “Denied” invoice can only be found using that status until it is reopened (see step 7). Once it has been reopened, the invoice status is reset back to “Draft”.

5. Click on the **Invoice ID link to view the Invoice.****6. The **Interpreter Invoice** page displays. Review the details of the Invoice.**

Interpreter Invoice

Payee Information FEIN/SSN: 1234 ☐ Use 'INTERPRET' Vendor

Name 1: MARGARET Name 2:
 Address Line 1: Vendor ID:
 Address Line 2: Short Vendor Name:
 Address Line 3:
 County:
 City: HAGERSTOWN State: MD Postal Code: 21740-0000 Country: USA
 Email ID:

Invoice Header Information

Invoice ID: JT070117120000CC Invoice Date: 07/03/2017 Buyer: Administrative Office of Court
 Court Location: C14-CTHSE Kent County Circuit Court Requester:
 Event Type: Courtroom Proceeding Proceeding Type: Criminal ☐ Cancelled Proceeding
 Language: ASL
 Invoice Comments: Payment Terms: NET00
 Total Amount: 55.00

Invoice Line Information

Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00

7.

****FOR DENIED INVOICES****

To reopen a 'Denied' invoice, click the **Reopen Invoice** button, and then click **OK** to confirm the reopen.

Invoices that have been 'Denied' can be updated, including adding additional attachments, rather than having to create a new one.

Interpreter Invoice

Payee Information FEIN/SSN: FEIN/SSN Search Use 'INTERPRET' Vendor

Name 1: MARGARET Name 2:

Address Line 1: Vendor ID:

Address Line 2: Short Vendor Name:

Address Line 3:

County: City: HAGERSTOWN State: MD Postal Code: 21740-0000 Country: USA

Email ID:

Invoice Header Information

Invoice ID: JT070117120000CC Invoice Date: 07/03/2017 Buyer: Administrative Office of Court

Court Location: C14-CTHSE Kent County Circuit Court Requester: ADRIENNE MELTON

Event Type: Courtroom Proceeding Proceeding Type: Criminal ☐ Cancelled Proceeding

Language: ASL

Invoice Comments:

Payment Terms: NET00

Total Amount: 55.00

Invoice Line Information ?

Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00

Reopen Invoice Attachments

Save Confirmation

✓ Invoice Successfully Reopened

OK

8.

****FOR APPROVERS ONLY****

When making edits to an Invoice, you must 'Save' your changes first before you 'Release for Processing'. If you make edits to the Invoice and attempt to 'Release for Processing' without first saving, an error message will appear. To correct, click the **OK** button to return to the Interpreter Invoice page. Then, click the **Save** button and lastly, click the **Release for Processing** button.

Interpreter Invoice

Payee Information *FEIN/SSN: INTERPRET FEIN/SSN Search ☒ Use 'INTERPRET' Vendor

Name 1: Name 2:

Address Line 1: Vendor ID: INTERPRET

Address Line 2: Short Vendor Name:

Address Line 3:

County: City: Email ID:

Invoice Header Information

*Invoice ID: testacctg

*Court Location: C60-COMM Q Freder

*Event Type: Commissioner

*Language: ASL Q

Invoice Comments: test comment

Payment Terms: NET00

Total Amount: 55.00

Invoice Line Information ?

Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01 Q	Court Certified Interpreter	1.0000	EA	55.00000	55.00

Save Release for Processing Deny Invoice Attachments

Message

Please save your changes. (20000,48)

The changes made to this invoice must be saved before the invoice can be released for processing.

OK



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.